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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 002

Job vacancy

January 16, 2007

OPEN TO: All Colombian Candidates

POSITION: DEVELOPMENT ASSISTANCE SPECIALIST
(0011857J1)

OPENING DATE: Tuesday, January 16, 2007 at 8:00 a.m. Bogotá Time

CLOSING DATE: Tuesday, January 30, 2007 at 4:00 p.m Bogotá Time

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-11 Col. Ps. \$77,585,368.00-
ColPs.\$128,015,860.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos-Vacante”.

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 22 D-45
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Development Assistance Specialist.

BASIC FUNCTION OF POSITION

This position is located in the Internally Displaced Persons (IDP) Office, USAID/Colombia, Bogota. The individual selected for the position described in this document shall serve as Program Specialist within USAID's IDP Office. The Program Specialist shall have a variety of responsibilities for both general office administration and program management across the portfolio. As Program Specialist, the Contractor shall report directly to the Supervisory General Development Officer, who is the IDP Office Director.

MAJOR DUTIES AND RESPONSIBILITIES:

Project Management and Oversight

- Responsible for providing project management and oversight to a number of social and economic development activities in order to ensure the achievement of both lower- and higher-level results. Works to ensure that all team members and partners fully understand the program's objectives and work in a coordinated fashion to achieve results.

- Prepares periodic reports and updates on project activities, impediments to implementation and progress towards the achievement of results for Senior Mission Management and the Supervisory General Development Officer. Prepares and negotiates the clearance of project documentation related to procurement, contracting and grants. Develops and monitors budgets related to project activities. As appropriate, reviews and approves workplans with counterparts.
- Coordinates with core and expanded team members and partners to ensure complementary implementation of IDP activities with other Mission programs (democracy and governance, municipal development, alternative development, demobilization and reintegration, and economic growth).
- Prepares internal Mission program management documentation, such as procurement documents, Implementation Letters, general correspondence, Action Memoranda, and Statements of Work.
- Coordinates with Mission Environmental Officer to ensure that IDP activities meet USAID Environmental Guidelines and that environmental considerations are properly dealt with.
- Conducts monitoring and evaluation site visits to ensure that program implementation is on track and results are being achieved. Provides positive and constructive feedback to grantees and contractors. Documents findings and makes recommendations for program modifications as necessary.

Managing Afro-Colombian Issues and Results Reporting

- Serves as Chairman of the Mission's Afro-Colombian Working Group and as a member of the broader US Embassy's Afro-Colombian Task Force.
- Provides analysis and advice to the US Ambassador, Country Team, USAID Mission Director, other high-level counterparts, and USAID staff on Afro-Colombian issues. Makes recommendations on programmatic and administrative actions related to Afro-Colombians within the Embassy community.
- As appropriate, serves as a liaison/direct point-of-contact with Afro-Colombian leaders and groups throughout Colombia.

- Serves as the Mission's Afro-Colombian Strategy Coordinator in order to ensure that the needs of Afro-Colombians, including women and children, and Afro-Colombian organizations are taken into account during program design, implementation, and evaluation, so that USAID's strategic goals for Afro-Colombians are ultimately achieved.
- Gathers, aggregates, and analyzes data related to Afro-Colombian initiatives in order to demonstrate concrete achievement of results.
- Prepares reporting documents on Afro-Colombian issues for a wide variety of audiences.

Communications, Outreach, and External Relationships

- Prepares speeches, program briefers, and talking points for Mission Management and others for outreach events and site visits.
- Serves as site officer for outreach events and site visits, as appropriate.
- Represents the Mission in relations with other donors, Public International Organizations (PIOs) and Non-Governmental Organizations (NGOs) in the area of vulnerable populations and the internally displaced.
- Develops close working relationships with PIO, NGO and municipal partners involved in providing opportunities and assistance to vulnerable populations and the internally displaced in order to ensure that USAID activities are complementary and responsive.

Other

- Serves as Mission's Disability Issues Officer
- Performs all other duties necessary for the achievement of the results under SO3 as required.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

Bachelor's degree is required in a field relevant to international development assistance is required.

b. Prior Work Experience:

Minimum of four years' experience in international development or a related/relevant field is required.

c. Language Proficiency:

Fluent Spanish language ability is required.

Strong spoken and written English skills are also required (US Government 4/4/ level). A written test will be given to ascertain language level as well as a written exam to ascertain writing ability.

d. Knowledge:

Practical or academic knowledge of international relief and development, especially assistance to refugees or displaced/vulnerable people is required. . Current knowledge of political, social, and economic conditions in Colombia is required.

e. Abilities and Skills:

Candidate must demonstrate strong communication and interpersonal skills. (To be determined through personal interview and reference checks)

Excellent organizational and analytical skills. Proven ability to work independently with minimal supervision or guidance is required. Operational and management skills; computer skills including ease and skill in using Microsoft Office word processing and other programs; email, databases and spreadsheets; multi-tasking skills; and the ability to conceptualize both strategically and programmatically. Proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical reports. The incumbent should have demonstrated ability to produce professional quality analytical pieces and make oral presentations logically and persuasively to senior USG officials, other donors, Foreign Governments, and local governments. Ability to learn and explain USAID development programs, objectives and procedures as well as Colombian government and USG legislation relating to humanitarian assistance is required.

SELECTION CRITERIA

30 points: Demonstrated ability to analyze complex information and prepare succinct, informative reports and briefing documents.

30 points: Work experience demonstrated in relevant field or sector with emphasis in Afro-Colombian and indigenous development programs.

20 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills.

20 points: Evidence of strong English/Spanish writing and oral skills. Writing sample will be required of individuals who reach interview stage.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES
SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY
JANUARY 30, 2007 AT 4:00 P.M. BOGOTA TIME**

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.

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